



ACCREDITATION SERVICE FEES

Accreditation Service Fees – As of 03/24/2011

INITIAL ACCREDITATION

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
	US\$1,500	US\$500
Application Fees	<ul style="list-style-type: none"> For management system certification bodies the first fifteen (15) sector codes are covered by the “first program” fee. Each additional set of up to fifteen (15) sector codes, and/or each additional management system standard is considered an “additional program” For educational/training organizations each additional training course beyond the first course is considered an “additional program”. For laboratories the first thirty (30) methods are considered the “first program”. Each additional set of up to thirty (30) methods or each additional accreditation standard is considered an “additional program” For personnel certification bodies each discipline beyond the first certification discipline is considered an “additional program”. For inspection bodies each field of inspection is considered an “additional program”. 	
Document Review (policy manual and related procedures)	US \$1,500	US \$500
Management System Evaluation	First site: US\$3,750 Each additional site: US\$2,500 + travel, lodging and meals for up to two evaluators	First site: US\$1,250 Each additional site: US\$1,250 + evaluator travel, lodging and meals
Technical Evaluation	<ul style="list-style-type: none"> Fees will depend on duration of service and will be billed at US \$1,250 per evaluator per day + evaluator travel, lodging and meals. For laboratories and personnel certification bodies this activity depends on the number of programs and is performed during the on-site evaluation. The total time and fees will be reflected in the proposal. 	
Initial Accreditation Fee	Up to 25 employees = \$ 1,000 26 to 50 employees = \$ 2,000 51 to 250 Employees = \$ 3,000 Over 250 Employees contact us	Up to 25 employees = \$ 500 26 to 50 employees = \$ 1,000 51 to 250 Employees = \$ 1,500 Over 250 Employees contact us

ON-GOING ACCREDITATION ACTIVITIES

SERVICE	FIRST PROGRAM	EACH ADDITIONAL PROGRAM
Annual Surveillance – Management System Evaluation	US\$2,500 + travel, lodging and meals for up to two evaluators	US\$1250 + evaluator travel, lodging and meals
Annual Surveillance – Technical Evaluation	The minimum fee is 1,250 for 1 day of service evaluation. The minimum fee is 1,250 for 1 day 1 day of service evaluation. Total fees for Technical Evaluation will depend on the duration of service to be witnessed and will be billed at US \$1,250 per evaluator per day + evaluator travel, lodging and meals. For laboratories and personnel certification bodies this activity depends on the number of programs and is performed during the on-site evaluation. The total time and fees will be reflected in the proposal.	
Logo Usage / Accreditation Fees - Due on each quarter on the anniversary of Initial Accreditation.	US \$ 10 per certificate issued bearing the IAR Logo (US\$ 500 minimum quarterly fee) Laboratories and inspection bodies pay an Annual Accreditation Fee of US\$1,000	US \$ 10 per certificate issued bearing the IAR Logo (US\$ 250 minimum quarterly fee)
Re-Accreditation (Every 3 years)	The fees associated with re-accreditation shall be at the prevailing rates for <i>Document Review, Management System Evaluation, Technical Evaluation</i> and <i>Initial Accreditation</i> . <u>No re-application fee</u> is required for continual accreditations.	

Surveillance Evaluations

Surveillance evaluations will be conducted at least once a year of the management system and technical I service delivery. For organizations with multiple sites may be subject to sample evaluations based on the sample of the sites. A follow-up evaluation may be required if non-conformities are detected. The IAR reserves the right to vary the frequency of surveillance evaluations as it deems necessary to ensure all the criteria requirements are met.

Special Situations

If the organization has achieved other accreditations for which it would like consideration to be given, a copy of the certificate and accreditation evaluation report should be submitted. Complaints that are lodged with IAR regarding its accredited organization shall be investigated. If the complaints are deemed to be valid, the organization shall compensate IAR for the time dedicated to the investigation of the situation at a rate of US\$ 100 per hour.

Travel Policy

Unless otherwise specified, IAR shall be responsible for coordinating all evaluation or travel related to the accreditation process. IAR will work cooperatively with the client organization to determine the best course of action depending on the organizations situation. Any door-to-door travel that exceeds 4 hours shall be billed at US\$ 100 per hour per evaluator.

Cancellation Policy

If the client organization cancels or postpones an evaluation within 30 – 14 days of planned initial date of the service there will be a cancellation fee of 30 % of the associated fees. If the client organization cancels or postpones an evaluation within 14 days of planned initial date of the service there will be a cancellation fee of 50 % of the associated fees. If there is no formal notification of cancellation of the service, the client organization shall be responsible for and shall be billed the full fees.